



State of Rhode Island and Providence Plantations
DEPARTMENT OF EDUCATION
Shepard Building
255 Westminster Street
Providence, Rhode Island 02903-3400

Deborah A. Gist
Commissioner

VACANCY NOTICE

NOVEMBER 9, 2009

OFFICE OF THE COMMISSIONER CHIEF LEGAL COUNSEL

\$100,117 - \$147,315

APPLICATION PERIOD:

All resumes must be received or post-marked on or before **NOVEMBER 20, 2009**.

APPLICATIONS REQUIREMENTS:

Send resume, cover letter, and two current letters of reference to:

Marvin Abney, Interim Director
Office of Human Resource Development
255 Westminster St.
Providence, RI 02903

Cover letter and resume may be e-mailed to lisa.vieira@ride.ri.gov
Transcripts and signed letters of reference should be mailed.

PLEASE NOTE:

Candidates selected for interview will be required to submit official transcripts.

DUTIES AND RESPONSIBILITIES:

See attached job description.

REASONABLE ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES CAN BE ARRANGED IN ORDER TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB.

(Position is part of the Board of Regents)

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

Telephone (401)222-4600

Fax (401)222-6178

TTY 800-745-5555

Voice 800-745-6575

www.ride.ri.gov

The Board of Regents does not discriminate on the basis of age, color, sex, sexual orientation, race, religion, national origin, or disability

DEPARTMENT OF ELEMENTARY & SECONDARY EDUCATION

NON-CLASSIFIED JOB DESCRIPTION

TITLE: Chief Legal Counsel

GENERAL STATEMENT OF DUTIES: To provide legal counsel to the Commissioner of Education and representation of the Department in matters related to educational policy and law and labor relations.

SUPERVISION RECEIVED: Reports to the Commissioner and the General Counsel, works in cooperation with colleagues with considerable latitude for the exercise of initiative and independent judgment; work is reviewed upon completion for results obtained and on collaborative processes used in achieving results.

SUPERVISION EXERCISED: Facilitates, directs, coordinates, and assess the work of legal, technical, and support staff. Work is reviewed in process, as necessary and upon completion for achievement of desired results and on collaborative process used in achieving results.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED AND ESSENTIAL FUNCTIONS:

To ensure that the laws and regulations relating to education are consistent with the Department's central role as an advocate for all children.

To ensure that laws, rules and regulations issued by the Department and the Board of Regents are consistent with State and federal law.

To advocate for changes in policies, laws, rules and regulations that are inconsistent with the efficient and effective management of public schools.

To ensure that the Commissioner is supported in his/her legally authorized role to uphold laws relating to the education of children.

To ensure that the labor relations function of the Department is carried out in a manner that reflects the core principles of shared responsibility, commitment to worker development and professional responsibility.

To render opinions on complex matters of law.

To represent the Commissioner in hearings, trials, public forums and meetings.

To ensure a timely, courteous response to public inquiries related to Department business and legal matters.

To ensure that Department staff receive timely quality responses to request for legal advice.

To manage hearings provided and/or overseen by the Department, and to oversee work assignments of staff attorneys to ensure that all requirements are met in a timely manner.

REQUIRED QUALIFICATIONS

KNOWLEDGE AND SKILLS: A thorough knowledge of the methods, practices and procedures of government law with an emphasis on education law, labor and employment law, contract law and other areas of law which effect the well being of children and their families.

A thorough knowledge of the aims of education with the emphasis on approaches that achieve success for all students.

The ability to interpret provisions of state and federal laws and prepare opinions relating thereto for use by the Commissioner and General Counsel.

The ability to prepare laws and regulations.

The ability to function as a hearing officer.

The ability to perform complex research, prepare briefs and pleadings, rulings and various legal documents.

The ability to exercise independent judgment in making decisions in complex and difficult cases involving legal matters.

Superior writing and speaking skills and demonstrated ability to communicate both orally and in writing with various publics. Second language ability preferred.

Demonstrated leadership and management skills.

Demonstrated ability to work collaboratively.

EDUCATION: Such as may have been gained through graduation from an accredited law school.

EXPERIENCE: Such as may have been gained through considerable experience in a responsible capacity involving public sector law involving education, employment, labor and child advocacy.

OR: Any combination of education and experience that shall be substantially equivalent to the above education and experience.

SPECIAL REQUIREMENTS: Applicant must be a member of the Rhode Island Bar and must maintain such membership as a condition of employment.